### Social Media Intern -Instagram



Project Title	Social Media Intern - Instagram
Summery	Helping the VA share stories about Veterans and the amazing things that they do by finding excellent Instagram content. Your job is an important one because you will be helping us give recognition to Veteran stories that might have gone unnoticed otherwise.
Country	United States

#### **Project Description**

This position requires that you will research Veterans Affairs approved social media accounts on Facebook in order to create posts to schedule to our Instagram social media calendar. In addition to this, you will be responsible for finding and scheduling content to our social media calendar so that each post will go out at the correct time each day, with the correct hashtags, and appropriate labels. The responsibilities of an Instagram intern include working closely with your team and other departments, contributing to team efforts, scheduling content across platforms, crafting social media posts, understanding which posts are best suited for your intended audience, conveying authentic enthusiasm, utilizing Salesforce Social Studio to schedule posts, adhering to the VA standards (avoiding Hatch Act violations, following organizational style guides, etc.) when crafting social media content, researching news articles about Veterans or the VA for inspiration when crafting social media posts, and being able to check posts for grammar and spelling errors.

The position requires the following skills: self-motivated, clear communication, time management, very organized, decision-making skills, technology skills, comfortable working in a virtual setting, editing skills, as well as researching and fact-checking skills. You should have the ability to consistently access the internet and participate virtually, to understand and follow directions, and to write and speak clearly. You will report to the Division Officer of Instagram, the Department Head of Instagram, and the Executive Leadership Team member of Social Media. You may also occasionally receive direction and/or guidance from the Executive Officer (XO) and the Department of Veterans Affairs employee(s) who oversee this department.

Knowledge of social media platforms and of common social media lingo is helpful. You must be enrolled in an accredited degree or certificate program. This internship requires that you work a minimum of 10 hours per week from September until May. Vacation/time off must be discussed with leadership. The Department of Veterans Affairs' Digital Media Engagement Team internship is one of the largest and most established internship programs available through the Virtual Student Federal Service. This past year, our internship has hosted over 300 interns in various departments and leadership positions. If you want to join a team that is well structured and will offer meaningful work that will help you build skills that you can add to your resume, then we strongly encourage you to apply to our team.

# **Required Skills or Interests**

Skill(s)		
Research		
Social media	management	

#### **Additional Information**

For more information please visit https://dmeinterns.org/

# **Language Requirements**

None